

DDS

16 June 1966

MEMORANDUM FOR: Mr. [REDACTED]
Executive Secretary, Support Development Panel

GB-37 7/8 STATINTL

SUBJECT: Request for Assignment of Career Service Trainee

1. It will be appreciated if a Career Service Trainee can be assigned to the Records Administration Staff for the usual two year period. The purpose of this request is two-fold. First, we can train a new employee in the field of Paperwork Management for future use wherever he may be needed in the Agency. Second, it will permit a temporary supplement to the small Records Administration Staff and thereby be of practical value in assisting in the completion of work assignments in each element of Records Management.

2. There is attached a general outline of proposed assignments for a Career Service Trainee for a two year period. These assignments will consist of On-the-Job training, formal training in the GSA, American University or elsewhere and practical work assignments.

3. In accordance with our recent telephone conversation, it will be appreciated if you can arrange for short term assignments of new Career Service Trainees to this staff. We can use them in a practical manner to give them some minimum training in records management and assist us in getting some of our work loads current.

4. Please let me know if you need additional information.

STATINTL

[REDACTED]
Chief, Records Administration Staff, DDS

Attachment

STATINTL DDS/RAS/[REDACTED]:fms (16 June 1966)

STATINTL

6/21/66 - Routed copy to all RAS, including [REDACTED]

6/22/66
Mr. [REDACTED]

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